

**FLYING
CAP FLIGHT MANAGEMENT**

CAPR 60-1, 4 November 2001, is supplemented as follows:

1. LA Supplement 2, dated 1 May 99 is rescinded.

2. Annotate the following changes to CAPR 60-1:

1-7. Added: All procedures set forth apply to corporate and privately owned aircraft participating in a CAP sponsored mission / SAREX. This is to include operations IAW CAPR 60-1 during transportation to / from the exercise area, as well as participation in the exercise.

2-1.o. Added: Flights to / from CAP flight clinics are generally at the expense of the member(s). If the transportation portion of the flight to / from the clinic is a properly requested / approved funded mission, reimbursements may be requested by the member filing a Form 108. Participation in the FAA Pilot Proficiency Program (WINGS) is strongly encouraged (CAPR 62-1, para 8). Participation will be annotated on the LA CAP Form 601 after every checkride.

2-1.p. Added: Minimum takeoff conditions are the FAA specified takeoff minimums for the field. If no FAA minimums are specified, minimum takeoff visibility will be one mile. Minimum takeoff ceiling will be the lowest IFR approach minimum at the takeoff field or the lowest IFR approach minimum at another field within a 10 NM radius of the takeoff field, whichever is lower. These are minimum ceilings and visibilities. The takeoff decision, for these or higher values, is the responsibility of and remains with the PIC.

2-1.q. Added: All missions in multi engine aircraft under control of the LA Wing, other than basic transport, should have a two pilot crew. The PIC must be multi-engine rated and current. The co-pilot need only be a current CAP fixed wing aircraft pilot.

2-1.r. Added: Whenever an aircraft is expected to be down for maintenance for a period exceeding two days, the LA Wing Aircraft Maintenance Officer, Alert Mission Coordinator, or the Director of Operations must be notified.

2-1.s. Added: Aircraft discrepancies will be logged on the LA Wing Aircraft Maintenance Action Form. These write-ups will remain in the Aircraft Information File (AIF) until the discrepancy is corrected and cleared by a competent authority. Closed discrepancies will be maintained in Section 5 of the AIF for six months for trend reference.

2-9.d. Amend line 1 as follows: flight review IAW FAR 61.56. Documentation will consist of a photocopy of the FAA required documentation.

2-9.i. Amend line 2 as follows: on an annual basis. LA Wing pilots will sign an SOU on an annual basis.

2-9.l. Added: Copy of LA CAP Form 601 (Attachment 1)

2-9.m. Added: All pilots will be attached to a local unit for flying purposes. That unit's commander will maintain their official CAPR 60-1, para 2-9 paper records. This is necessary in order to facilitate flight release actions IAW CAPR 60-1, para 4-6. A copy of these records will be maintained at wing headquarters and with the wing stan/eval officer for all wing pilots via the wing database. Maintaining these database copies will ensure all records are identical and updates are made to all records simultaneously. This will also expedite movement to a web based system in the future.

2-9.n. Added: All pilots in the wing will submit an LA Form 601 to the wing pilot records officer anytime data in their flight records changes. A pilot card will be updated and reissued, with the new data, demonstrating wing has received the LA Form 601 and it is on file. Data reflected on the pilot record card is the official wing data. The pilot, while awaiting issuance of a new pilot record card, will carry copies of the checkride documentation when flying CAP aircraft away from home station.

3-2.d.6) Added: Instructor pilots (CFI / CFII / MEI) will not instruct in CAP corporate aircraft until appointment and certification by the Chief Check Pilot and orders have been signed by the LAWG/CC.

3-2.d.7) Added: Instructors are responsible to the Chief Check Pilot regarding quality of instruction and compliance with CAP Regulations.

3-2.e.4) a) Added: Because CAPR 60-1 and FAA requirements change from time to time, LA Wing Form 5 and 91 check pilots will make every effort to complete the NCPSC on a biannual basis. If this requirement cannot be completed, due to unusual circumstances, a waiver letter must be submitted through LA Wing/DOV, to the LA Wing/DO, and then to the Wing Commander for approval NLT 15 days after the NCPSC has been given. The letter should state when the check pilot's last NCPSC course was completed and why the LA Wing biannual requirement could not be met. Also include any other information the check pilot feels is pertinent to the waiver. If approved, the waiver will be good only until the next wing NCPSC is held and under no circumstances will a waiver be granted for any time past the CAPR 60-1 standard. The check pilot will not conduct checkrides until the waiver has been signed and returned to him/her by the Wing Commander. The check pilot requesting the waiver is responsible for ensuring the wing pilot records officer has a copy of the signed waiver so the check pilot remains on check pilot orders.

3-2.e.7) Added: LA Wing check pilots must take their initial CAP Form 5 checkride with the Chief Check Pilot or the Assistant Chief Check Pilot prior to assuming their duties.

3-2.e.8) Added: Have at least 100 hours as a CFI. The Chief Check Pilot will consider waivers for this requirement on an individual case basis.

3-2.f.4) a) Added: The pilot's squadron commander must submit a letter recommending the pilot as a Cadet Orientation Pilot through LA Wing/DOV, to the LA Wing/DO, and then to the Wing Commander.

3-2.f.4) b) Added: LA Wing Cadet / AFROTC Orientation Pilots must attend a course given by the Chief Check Pilot.

3-2.i. Added: Pilots must participate annually in at least one flight clinic, aircrew school or SAR exercise or mission, or wing conference to be eligible for AF funded CAP Form 5 checkrides. Control numbers must be issued by wing to participate in the funded checkride program. At the completion of any CAP Form 5 or Form 91 checkride, (funded or unfunded), the pilot is responsible for ensuring copies of the documents listed in CAPR 60-1 paragraph 2-9 are provided to his/her squadron for filing in the appropriate flight record folder. He/she is also responsible for ensuring a copy of the LA Form 601 is sent directly to the wing pilot records officer.


3-2.i.1) Added: For reimbursement, the pilot must call LA Wing Headquarters for a control number prior to the checkride. Control numbers will remain valid for up to five days after issue. A CAPF 108, with receipts, must be turned in within 10 days of checkride completion. Failure to submit the completed CAPF 108 within the required time will be grounds for non-reimbursement of the mission.

3-4.a.4) Amend line 1 as follows: or later (attachment 1). An SOU will be signed annually and placed in the pilot's records to meet LA Wing's currency standards.

3-4.c.4) Added: Squadron commanders requesting cadet orientation flights are responsible for ensuring each cadet has the appropriate parental release and flight syllabus forms with them on the day of the flight.


3-5.k. Added: Squadron Commanders are responsible for maintaining current pilot records within their respective squadrons. Each pilot is personally responsible for ensuring LA Wing Pilot Records Officer (PRO) receives updates to their current flight information for entry into the LA Wing pilot database. Immediately following each checkride, the pilot will completely fill in the LA CAP Form 601, have it endorsed by the check pilot and squadron commander. The pilot will then submit a copy to the LA Wing PRO. For items such as a new medical or wings addition, which do not require a check pilot, the current LA CAP Form 601 may be photocopied and have a pen and ink change to reflect the new data. Squadron commanders will ensure the new documentation is on file. Send only a copy of the completed LA CAP Form 601 to the Wing PRO for input into the wing pilot database. All other original data listed in CAPR 60-1, paragraph 2-9 is not required by wing. However, these original forms along with the original LA Form 601, must be on file with the pilot's local unit IAW CAPR 60-1, paragraph 2-9. Dates on the LA CAP Form 601 will be for the current checkride data. Accuracy of this data is a high interest item during the CAPR 60-2 inspections.

OFFICIAL:


PAUL P. RAPPMNDT, Capt, CAP
Director of Operations


MARY D. BERKOWITZ, Colonel, CAP
Wing Commander

 **APPROVED** / ~~DISAPPROVED~~


FOR CAP NATIONAL

PILOT DATA SUMMARY

Pilot's Name: _____ Grade: _____ Unit #: SWR-LA-_____
Address: _____ City: _____ State: _____ Zip: _____
CAPID: _____ Home Phone: () _____ Work Phone: () _____
Date Membership Renewed: _____ Fax Phone: () _____ **101 Card #** _____

Pilot Cert No: _____ Med Cert Date: _____ Class: _____ Good 3 Yrs: YES / NO
(Circle One):

License Cat/Class: _____ Priv _____ Inst _____ Com _____ CFI _____ CFII _____ MEI _____

FAA (Wings) Level: _____ Date Current SOU: _____ Date Current Flt Review: _____
(CAPR 62-1, para 8) (LA Annual Req)

Date Current CAPF 5: _____ Date Current CAPF 91: _____ FCC Permit Date: _____

Flying Hours: _____ Total _____
Single Engine (tricycle, fixed gear) _____
Single engine (tail wheel) _____
Single engine (retractable) _____
Multi-Engine _____
Instrument (actual & simulated) _____
Total: _____

Cleared To Fly Following Aircraft IAW CAPR 60-1: _____

CAP Ratings: Pilot _____ Senior Pilot _____ Command Pilot _____

On Orders or 101 Card As:

Pilot Mission _____ DEA Pilot _____ Customs Pilot _____
Instructor Pilot _____ Cadet Orient Pilot _____ ROTC Orient Pilot _____
USFS Pilot _____ Form 5 Check Pilot _____ Form 91 Check Pilot _____

Check Pilot's Signature: _____ Date: _____
(I certify the above information accurately reflects the pilot's checkride and documentation)

IN EVENT OF ACCIDENT OR EMERGENCY, NOTIFY:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

I hereby certify the above information has been received, verified, and is on file in squadron IAW CAPR 60-1.

Squadron Commander Squadron Date